

## ADDENDUM NO. 1

### ADDENDUM TO REQUEST FOR PROPOSAL for LMS (Learning Management System) (A18-1505)

#### Questions Received with City Answers in Red

1. Whether companies from Outside USA can apply for this? (like from India or Canada) **We do not have restrictions on locations of vendors.**
2. Whether we need to come over there for meetings? **Undetermined at this time.**
3. Can we perform the tasks (related to RFP) outside USA? (like from India or Canada) **We do not have location restrictions.**
4. Can we submit the proposals via email? **We prefer you submit a written proposal as outlined in the RFP.**
5. Although this is presented as a request for proposal, the questions asked and the language used seems more akin to a request for information. Could you please confirm whether this is a request for formal proposals, or, rather a request for industry information and, as the document states, a determination of industry interest and qualifications that will lead to a formal RFP at a later date? More concisely, if responses are received that meet the qualifications, do you expect an award to be made based solely on the information received from this round of solicitations? **This is a request for proposal. Additional information may be requested if needed.**
6. With regards to the Cybersecurity training requirements, is this considered to be training that will be provided by Envisage to a small group of City of Tuscaloosa stakeholders about how to combat these issues, or is this course content that is expected to be developed by Envisage and subsequently delivered to a much broader group of city employees via the acquired LMS solution? **Some type of content by the LMS vendor to provide training modules on Cybersecurity issues. Ex: Phishing email vulnerability. And some efforts or solutions to provide education to minimize future exposure.**
7. In order to provide the most accurate pricing, could you please provide the number of active users that will be tracked in the system? Most vendors who provide their products on a license or subscription basis will require this information in order to provide accurate pricing. Of that total number of active users, how many are expected to only access the system on an irregular basis (for example, once a year or every two years to renew a certification)? **An estimate of 1350 employees will use the system on an on-going basis.**
8. What defines internal and external training? **External means certifications that can only be received by professional organizations outside of the company.**
9. What vendor would create training? **The LMS vendor.**
10. What, if any, external training sources would issue certificates? **Professional organizations outside of the company.**
11. What custom content would need to be created? **TBD**

12. The RFP does not specify number of employees for the City. Looking at the City website, I see 1,512 city employees in 2018 with the budget calling for some modest increases in a couple of departments. Can you confirm the expected employee count? **We should expect to have about 1350 on-going active employees.**
13. Does the City currently have an LMS? If so, who is the incumbent? **No.**
14. What content providers do you currently use that would need to be integrated into the LMS? **None at this time.**
15. Does the city desire Single Sign On capability? **Yes. We would like that to integrate with our active directory.**
16. Will employees need to access the system without SSO. Creating the need for a separate custom login page? This is typical for agencies with employees working outside (Parks Dept, Solid Waste, Water and utilities, etc.) **No provided you can SSO integrated with our active directory.**
17. Do you have existing learning and employee transcript data you want to migrate to the new system? **Possibly, but not specifically identified at this time.**
18. Do you have existing content you want to load into the LMS? **Possibly**
19. Will all city employees in each department have access to the LMS? **Yes**
20. What specific content needs are you seeking? (i.e., communications, office skills, leader development, compliance, safety, etc?) **All of those in addition to cyber security and other needs that come up.**
21. When speaking of custom created content, are you seeking the ability to create your own within the LMS, or a provider capable of creating custom content if/when needed? **Both as needed.**
22. Page 3 states that Vendors are expected to provide Cyber Security training. Please share whether this training is expected to be delivered in-person / on-premises or in form of a LMS Contents / course? **We would like some type of content by the LMS vendor to provide training modules on Cybersecurity issues. Ex: Phishing email vulnerability. And some efforts or solutions to provide education to minimize future exposure. As of now, we do not have a definitive delivery preference.**
23. Active Directory cannot be utilized on a SAAS Platform for effective security purposes however, user access credentials can be imported into periodically (manually) into SAAS LMS application allowing the use of same login credentials. Is this acceptable? **Possibly.**
24. Please share the allocated Budget for the professional services. **N/A**
25. If possible, please share expectations or circumstances that you feel traveling / in-person visits will be required. As we'll be looking to keep our estimates as low as possible thus this information will be of great help. **Unknown at this time.**

**END OF ADDENDUM NO. 1**